

3 FAM 7630 TRAINING

3 FAM 7631 GENERAL POLICY

(TL:PER-237; 1-1-95)

(Uniform State/USAID/USIA/Commerce/Agriculture)

(Applies to Foreign Service Nationals Only)

NOTE: For USAID, see also Handbook 28, Training and Staff Development.

a. The heads of overseas establishments are responsible for providing formal and informal training for FSN employees as necessary. Subject to availability of funds, job-related training may be authorized at Government and non-Government facilities. Training may not be authorized by, in, or through a non-Government facility teaching or advocating the overthrow of the Government of the United States by force or violence, or by or through any individual who had demonstrated hostility or antagonism toward the United States.

b. Training is intended to help increase the proficiency of employees who are already qualified for the positions they hold. Training may be full-time or part-time, on-duty or off-duty, day or evening, or any combination of these, according to the needs of posts and the availability of funds. It may be accomplished through correspondence, classroom work, conferences, workshops, supervised practice, or other methods or combination of methods. Training may be at Government or non-Government facilities, either within or outside the host country.

3 FAM 7632 SPECIALIZED TRAINING PROGRAMS IN THE UNITED STATES

(TL:PER-237; 1-1-95)

(Uniform State/USAID/USIA/Commerce/Agriculture)

(Applies to Foreign Service Nationals Only)

State, USAID, and USIA conduct specialized FSN employee training programs in the United States. Overseas establishments should refer to appropriate agency instructions regarding FSN employee training in the United States.

3 FAM 7633 CONSULTATION ON PERSONAL VISITS TO THE UNITED STATES

(TL:PER-237; 1-1-95)

(Uniform State/USAID/USIA/Commerce/Agriculture)

(Applies to Foreign Service Nationals Only)

When an FSN employee is in the United States for business or personal reasons, the visit may provide the Department, USAID, or USIA an opportunity to give the employee special orientation or consultation at little expense to the Government. When a post considers such consultation desirable, it should request the approval of temporary duty status from:

- For State, the appropriate regional bureau;
- For USAID, the appropriate USAID/W bureau or office; and
- For the USIA, MGT/PFN. The post should include the following information in its communication:

(1) The type of consultation and experience which the post believes would be most beneficial for the employee;

(2) The dates of the employee's visit;

(3) The address at which the employee may be reached in the

United States; and

(4) The point nearest Washington, D.C., which the employee expects to visit.

Note: The Department of State, USAID, and the USIA will make every effort to advise the post of its decision before the employee's departure from post. It may be possible to pay travel and per diem expenses from the nearest point which the employee expects to visit in the United States to Washington. Other points to consider in making the decision are whether the nearest point is within a reasonable distance of Washington; the availability of budgetary resources; and the benefits to be derived.

3 FAM 7634 SPECIALIZED TRAINING PROGRAMS AT OTHER LOCATIONS

(TL:PER-237; 1-1-95)

(Uniform State/USAID/USIA/Commerce/Agriculture)

(Applies to Foreign Service Nationals Only)

From time to time, various U.S. Government agencies conduct specialized courses or seminars overseas which are open to FSN employees. Notices of the scheduling of such courses or seminars are sent to appropriate posts as far in advance as possible.

3 FAM 7635 GENERAL TRAINING PROGRAMS AT OVERSEAS ESTABLISHMENTS

3 FAM 7635.1 Establishing Training Programs

(TL:PER-237; 1-1-95)

(Uniform State/USAID/USIA/Commerce/Agriculture)

(Applies to Foreign Service Nationals Only)

a. Missions should ascertain what training facilities are available within the host country. Joint training programs should then be developed at the mission level, wherever feasible, and all overseas establishments within the country notified of available training. Where joint programs are not feasible, the individual agency programs within a country should be closely coordinated to avoid duplication.

b. Overseas establishments are encouraged to request any necessary guidance and assistance from the Foreign Service Institute (M/FSI) in establishing and conducting training programs. Foreign Service posts may send requests directly to M/FSI. USIA and USAID should send requests through their respective agency Training Division at Washington.

3 FAM 7635.2 Administering Training Programs

(TL:PER-237; 1-1-95)

(Uniform State/USAID/USIA/Commerce/Agriculture)

(Applies to Foreign Service Nationals Only)

See 3 FAM 7250 "Details," which, except as noted therein, applies also to training details, whether the detail is to another post or to a non-Government facility. In addition, overseas establishments should:

(1) Establish criteria for determining eligibility for training. Employees selected for training should be able to benefit from and pass on to their coworkers the benefits of the training received. Except in the case of English language and other training conducted by the overseas establishment, criteria normally should include at least 1 year's satisfactory service with the U.S. Government plus assurance that the employee intends to remain in the service for a sufficient length of time to justify the training at Government expense.

(2) Inform employees of available training, eligibility requirements, and benefits which may be gained from participation in the training program. For example, as a result of improved work proficiency following training, increased opportunity may be available for promotion to a more responsible job or for performance awards under the Incentive Awards Program (3 FAM 640). Overseas establishments should particularly stress the desirability of English Language training.

(3) In each case, carefully select the appropriate training facility, first considering available U.S. facilities. Non-Government facilities should be used only if the type of training needed is not reasonably available at Government facilities.

(4) Assure that employees complete training they begin, insofar as possible. For example, supervisors might be given responsibility for seeing that their employees attend training as scheduled, or employees who do not satisfactorily complete their training as scheduled might be asked to reimburse the Government for the cost of training except where withdrawal from the course is justified; or overseas establishments might prescribe other appropriate means.

(5) Maintain records of employees trained and provide for continuing evaluation of results and effectiveness of all training. Records should include such information as number of persons enrolled in each type of training; number successfully completing training; dates and places of training; and cost for each trainee.

(6) Record in the employee's official personnel folder any training authorized along with a notation whether the employee satisfactorily completed the training.

3 FAM 7635.3 Funding Training Under Overseas Establishments' Programs

3 FAM 7635.3-1 State

(TL:PER-237; 1-1-95)

(Uniform State/USAID/USIA/Commerce/Agriculture)

(Applies to Foreign Service Nationals Only)

Except for FSI-sponsored correspondence study, training costs under a post's program will be met from post funds. Where the need for training is urgent and the post concerned has no funds available, it may request financial assistance from the Department.

3 FAM 7635.3-2 USIA

(TL:PER-237; 1-1-95)

(Uniform State/USAID/USIA/Commerce/Agriculture)

(Applies to Foreign Service Nationals Only)

Training costs generally will be funded in the field. However, where the need for training is urgent and the overseas establishment concerned has no funds available, it may request financial assistance from USIA.

3 FAM 7635.3-3 USAID

(TL:PER-237; 1-1-95)

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(Applies to Foreign Service Nationals Only)

Required training is entirely at Agency expense. Voluntary training may be wholly or partly at Agency expense if its value to the Agency so warrants, and the law and regulations permit.

3 FAM 7635.4 Approving Training

(TL:PER-237; 1-1-95)

(Uniform State/USAID/USIA/Commerce/Agriculture)

(Applies to Foreign Service Nationals Only)

a. An overseas establishment may approve any job-related foreign national employee training for which it pays the cost from its currently allotted funds, with the following exceptions:

(1) USIA correspondence study and details outside the host country should be cleared with the appropriate area offices of USIA;

(2) USAID correspondence study, when the individual course cost exceeds \$200.00, and details outside the host country must be authorized by USAID/M/HR/TD based on Form AID 4-299, Application for Training, completed by the employee.

b. If an overseas establishment is in doubt about its authority to approve a certain type of training, it may request advice from the Department (PER/FSN); USIA, the Training and Development Division (M/PT or VOA/PT); or USAID/W, the Training and Development Division (M/HR/TD), as appropriate.

3 FAM 7635.5 Methods of Training-Government Facilities

(TL:PER-237; 1-1-95)

(Uniform State/USAID/USIA/Commerce/Agriculture)

(Applies to Foreign Service Nationals Only)

Overseas establishments may wish to include in their training programs some or all of the following suggested methods of job-related training through Government facilities:

(1) Orientation Programs. Each overseas establishment is encouraged to develop an orientation program to familiarize FSN employees with the functions and purpose of its organizational units. The importance of the FSN employees in effective operations should be emphasized.

(2) On-the-Job Training. When necessary, this may be accomplished by detailing an employee to another post either to give or receive training.

(3) Special classes at overseas establishments organized and taught by American personnel through some other means. Courses might include English language, shorthand, typing, accounting, administrative operations, supervisory techniques, etc.

(4) Instruction, as appropriate, at Binational and language centers and by part-time instructors.

(5) Correspondence study in job-related subjects offered by the Foreign Service Institute, or other agencies of Government through the Institute. For purposes of this paragraph, the Department of Agriculture Graduate School is considered as another agency. Application procedures for State see 3 FAM 2710 (to be published); and for USIA and USAID see section 7635.4(2) and complete Standard Form 182 (SF-182), Request, Authorization, Agreement, and Certification of training.

(6) Courses, if feasible, at overseas schools supported by the Department for dependents.

(7) Others as may be available to overseas establishments in particular localities, such as in areas where there are U.S. military establishments.

3 FAM 7635.6 Methods of Training-Non-Government Facilities

(TL:PER-237; 1-1-95)

(Uniform State/USAID/USIA/Commerce/Agriculture)

(Applies to Foreign Service Nationals Only)

Some avenues of job-related training open to FSN employees at Government expense through non-Government facilities are:

(1) Details with trade, labor, agricultural, or scientific associations and commercial firms, or to public or private nonprofit institutions for training in particular fields such as commerce, labor, or administration.

(2) Attendance at meetings or seminars concerned with job-related functions or activities;

(3) Enrollment in colleges or universities on a part-time or full-time basis, in day or night school courses; or in correspondence courses; and

(4) Participation in training programs offered by other governments. Overseas establishments should authorize training at a non-Government facility outside the host country only if there is no appropriate non-Government facility available within the host country.

3 FAM 7636 THROUGH 7639 UNASSIGNED